

Roxbourne Medical Centre
Patients Participation Group
Committee Meeting
08.10.2024
at RMC at 6.30pm

MINUTES

Present.

(PPG Committee members) Jane (JB), Jerome Marus(JM), Kim (KM), Narendra (NSh), Anne-Marie (A-MW), Nila (NS), Shivakuru (SS)
(RMC Staff) Pratibha (PK), Frederica (FL)

Apologies.

None received

1. N/A
2. See above
3. None
4. Minutes from 20-08-24 meeting agreed.
5. All agreed the importance of clear lines of communication between all parties for efficiency. NS explained problems with using Gmail, not ideal. NSh uses AOL with no problems. JB will send password to use Outlook email to all committee members. If this works, can be published in the Newsletter as a means of communication with the Committee. Continue to use WhatsApp. FL agrees. All agreed that Open Forum would be an opportunity to increase the size of Committee membership.
6. NHS England National Surveys being sent out to a random selection of patients which should be completed within the next two weeks. Our PCN will also send out surveys which PCN will have control over. Results due by April 2025.
Martina (Practice Nurse) has moved to Devon but is still working remotely for RMC. Rebecca has joined as a locum nurse.
National Bowel Screening – uptake is very low at RMC. Dr. Zaidi has requested PPG Committee to think about ways to increase numbers. Suggestion of a table in Reception for PPG Committee members to highlight topics e.g. the importance of all screening. NS suggested sending emails/texts to patients with links requesting patients to take part in the screening programme.
7. Newsletter not yet published. Draft has been sent to PPG Committee for

any comments/additions e.g. Screening, email address for PPG committee. JB suggested Newsletter is sent out every December.

8. Coffee/lunch meet up with Committee. All agreed. JB to send out poll on WhatsApp and organise.
9. A-MW happy to arrange another coffee morning. A-MW has tried to make contact with Paul at the Beacon Centre with no success. Alternate venues suggested (Tithe Farm – charge will be made and exact numbers needed, Alexandra Road Clinic) Unanimous that RMC is the venue of choice. FL to refer to PK/Dr Zaidi.
A-MW requested participation in 2025 Macmillan Coffee Morning to be mentioned in Newsletter.
Open Forum – social subscribers will support it. Last forum was well attended but not productive. Main reason for Open Forum is to increase membership of the PPG Committee. Current committee size is not sustainable. FL suggests advertising the Open Forum in the Newsletter with texts/emails sent out to patients.
10. CPR training – NSH to arrange. Wednesday, Thursday Friday pm preferred days for RMC. FL to send out invites to patients.
Update information on screen in Reception. Needs distinction between membership to PPG (all patients) and PPG Committee. JB and A-MW to check screens. Updates to FL.
Zoom meeting has worked well. NS suggests using Zoom for winter months (Oct to Feb)
NS suggests next meeting in four weeks as a lot was discussed in this meeting.
11. Next meeting – **12th November 2024 at 18.30 via Zoom**. JM to set up. JB to do Agenda.